

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-566-1PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Howard County Department of Public Works		Administrative Services Legal Documents/Directors Files
Item No.	Description	Retention
1.	Routine Metropolitan Inclusions	Retain for five (5) years, then destroy
2.	Mandatory Water/Sewer Connections	Retain for five (5) years, then destroy
3.	Council Bills, Resolutions TAO's, SAO's	Retain for five (5) years, then destroy
4.	Personnel Appeals	Retain for ten (10) years after termination, then destroy
5.	A-95 Review	Retain for three (3) years in active file, then destroy
6.	Water/Sewer Contracts Developer Contracts including General Projects Contracts original deed Roads Contracts	Retain deed and various agreements for ten (10) years. Destroy balance of files after microfilming
7.	Site Development Plans & Agreements Developer Agreements Road Dedications Petitions	Retain in active file until complete, then microfilm and destroy original

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission

8-14-86

Date

Burt Rogow
Signature

Ch./Adm. Svcs.

Title

7/19/86

Date

Edward L. Guss
State Archivist